



TO: North County Library Authority (NCLA) Commission
FROM: Marcie Scott, Liaison
DATE: January 28, 2019
SUBJECT: Election of North County Library Authority Commission Officers

RECOMMENDATION:

- a. Nominate and elect a member for the position of President
- b. Nominate and elect a member for the position of Vice President
- c. Nominate and elect a member for the position of Secretary

BACKGROUND:

As required by the NCLA Bylaws and Norms and Procedures (Norms), the election of officers is to take place on an annual basis at the first regular meeting of the year, which typically occurs in January.

DISCUSSION

The Commission is to hold elections for the positions of President, Vice President and Secretary from its body of members. The Administrative Officer is currently designated as the City of Los Altos City Manager, and the Treasurer and Auditor-Controller positions are currently designated as the City of Los Altos Administrative Services Director. The Commission may nominate and appoint one of its members or employees as these positions. However, the Administrative Officer may not also serve as Treasurer of the Agency. Yet the Treasurer and Auditor-Controller duties may be designated to one person.

As Commissioners consider their nominations, it may be useful to note the most recent 2019 Officer listing presented below.

Name	Term Expiration
Cindy Hill (President)	December 31, 2020
Suzanne Epstein (Secretary)	March 31, 2019
Courtenay Corrigan	December 31, 2020
Jan Pepper	December 31, 2020
Neysa Fligor	December 31, 2022

Pursuant to the Joint Powers Agreement, a President, Vice-President and Secretary shall be elected by the

Commission from its own members, the term of office for each such office to be one year and until a successor is elected to such office. The duties of the various officers are defined as follows:

Election of President

The Member must have served at least 1 year to be eligible to be President. A majority vote is necessary to designate the President.

The President may be removed from office, for cause, by a 4/5ths affirmative vote of the Commissioners. The person is to be advised of the proposed cause for removal at least 72 hours before the action is taken.

Election of Vice-President

The role of the Vice- President shall be to act for the President whenever the President is unavailable to perform his or her duties. A majority vote is necessary to designate the Vice-President.

The Vice-President may be removed from office, for cause, by a 4/5 affirmative vote of the Commissioners. The person is to be advised of the proposed cause for removal at least 72 hours before the action is taken.

Election of Secretary

The role of the Secretary shall be to countersign all contracts on behalf of the Authority, keep minutes of the meeting and distribute them to each member and each member agency. A majority vote is necessary to designate the Secretary.

The Secretary may assign and delegate the minute taking and distribution process to one of its appointed members, appointed officers, employees, or City assigned staff-liaison based on a majority vote of all members.

Administrative Officer – shall perform such duties as may be imposed by the Commission and who shall report to the Commission.

Treasurer – serves as the depository and has custody of all of the money of the Agency from whatever source. The City of Los Altos Administrative Services Director currently serves as NCLA Treasurer, which is recommended to continue. However, the Commission may appoint one of its members or employees, other than the Administrative Officer, as Treasurer of the Agency.

Auditor-Controller – Draws warrants to pay demands against the Agency. The City of Los Altos Administrative Services Director is currently designated as the Auditor-Controller, which is recommended to continue. However, the Commission may appoint one of its members or employees, other than the Administrative Officer, as Auditor-Controller of the Agency. The same officer or employee may be appointed as both Treasurer and Auditor-Controller and the Treasurer and Auditor-Controller shall have the duties and obligations set forth in California Government Code Section 6505.5 and 6505.6.

The current NCLA norms and original JPA agreement can be viewed on the City of Los Altos web site at the following address:

https://www.losaltosca.gov/sites/default/files/fileattachments/north_county_library_authority/page/36451/ncla_jointpowersagreement.pdf